

HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VA 23824-6316

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**STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** 19-04      **POSITION TITLE:** Readiness NCO

**GRADES:** SFC/E7      **DMOS:** 67T40

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**UNIT:** Det 1/C/638 Spt Bn

**Location:** AASF, Sandston, Virginia

**OPENING DATE:** 30 January 2004      **CLOSING DATE:** 2 March 2004

**POC FOR ADDITIONAL INFORMATION:** CPT Deborah Hunt, (434) 298-6337,  
or DSN 438-6337 or e-mail Mrs Brenda Ralls at  
brenda.ralls@va.ngb.army.mil

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Duties include but are not limited to the following: Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans including preparation of unit reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of the Annual Post Mobilization Training Support Report, the unit Alert Roster, and ensuring that the unit is POM/POR qualified. The Readiness NCO supervises the duties performed by the unit's full-time logistics personnel, drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters. This position supervises the development and monitoring of a comprehensive MOS qualification training program as well as the implementation and accomplishment of the individual Training and Evaluation program. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs. Performs other duties as assigned.

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 19-04

**WHO MAY APPLY:** Open to all AGR/Military Technicians/Traditional enlisted, grade SSG/E6 through SFC/E7, who are members of the Virginia Army National Guard. **Must be qualified in the following MOS: 67T40 to apply.**

**HOW TO APPLY:** All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs (letter of recommendation from Commander for E-4s). If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation from your commander in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD2807-1 and DD2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used **DD Forms 214 or DA Form 1506 or NGB Forms 23A**)
7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)
8. This is a flight position therefore, applicant must be able to pass a flight physical.

**SECURITY CLEARANCE:** Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

**QUALIFICATION REQUIREMENTS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 2 March 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

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A complete listing of all current Virginia National Guard AGR  
Employment Opportunity Announcements is available at [www.varich.ang.af.mil](http://www.varich.ang.af.mil)  
(Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer